# GOALS: ADVANCING AND EDITING

# FOR THE 2016-2017 PERFORMANCE PLAN

Below are the steps a manager will take to advance and edit (if needed)  the goals of their employees to the next performance management cycle year.  The DPS Values Goal should **NOT** be advanced.

<u>Before</u> beginning to advance and edit any goals you should have received communication and approved edits from your NCVIP Core Team Representative. **Only approved** edits to goals should be made.

1. Manager/Supervisor: In NC Learning Center: Under the Performance Tab, Click **"GOALS"**.



2. Click the **"TEAM GOALS"** tab. There are no goals here because goals have not been advanced to Current period (FY16-17).
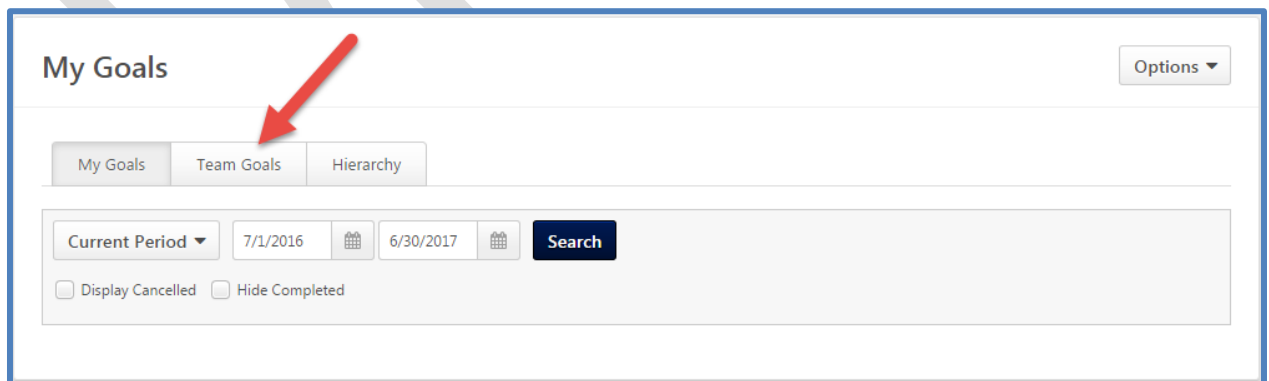
3. Click the upside down triangle to reveal the drop down list. Then select **"PREVIOUS PERIOD"**.



4. Click the > sign to the right of the employee's name to reveal each of the employee's goals.

5. Do **NOT** advance the DPS Values for Employees or DPS Values for Managers and Supervisors goals.



6. Click the upside down triangle, then **"ADVANCE"** for the goal that you wish to advance to the next performance cycle.

7. Review the **goal template** provided by your NCVIP Core Team Member to determine if edits are needed. **Only edits authorized by your NCVIP Core Team Member should be made**.

Select the appropriate section (1-7) to make the edit(s) which should correspond with the goal template provided to you by your assigned core team member.

Once goal edits are completed or if no edits are needed, scroll down to the Assignment section of this page.

**NOTE: Do NOT change the Start or Due Date fields.**

Goal Title * ①

DPS4>HR>POD STAFF DEV SPEC III - HRIS>DEADLINES AND METRICS

Goal Description ②

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Meet assigned deadlines with focus on reduction of agency costs. Maintain metrics of assigned program area(s) as specified.

| Start Date | Due Date * | Weight * ③ |
|---|---|---|
| 7/1/2016 | 6/1/2017 | 25 |

| Perspective * | Goal Category(s) | |
|---|---|---|
| State of NC ▼ | 2 Selected ▼ ④ | |

Tasks                                                                                      Total Weight: 100%
                                                                                              ⑤        ⑥

| | Description: | Start Date: | Due Date: | Weight: | ▼ |
|---|---|---|---|---|---|
| ☑ | Meet deadlines for requested projects and reports as defined by supervisor. | 7/1/2016 | 4/14/2017 | 33 % | |
| ☑ | Run NCVIP and LMS reports monthly. | 7/1/2016 | 4/14/2017 | 34 % | ▼ |
| ☑ | Complete required certification related to Leading at All Levels Supervisory Foundations. Attend all modules as a... read more | 7/1/2016 | 4/14/2017 | 33 % | ▼ |

Add Tasks ⑦

Attachments

**Choose File**

Upload up to 3 attachments. Maximum upload 1mb

8. Select **"YOUR TEAM"**.



9. On this screen, you will have the option to assign the goal to every team member by checking the top checkbox (1) or assign the goal to just one or select employee(s) by marking the check box beside the employee's name (2). Once you have made the selection, click the **"SUBMIT"** button.



10. Once you click the "Submit" button above, it will bring you back to the goals screen for the current year. Return to **Step 3** to begin advancing the next goal.

## FINAL NOTES:

Goals should total 100% for the next cycle year.

Do **NOT** advance the "NC DPS Values for Employees" or "NC DPS Values for Supervisors" goal. These goals will be assigned by the central HR office.